

# ROUTING AND TRANSMITTAL SLIP

Date

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. <i>EO/DOA</i>	<i>ab</i>	15 APR 1983
2. <div style="border: 1px solid black; width: 200px; height: 30px;"></div>		
3. <div style="border: 1px solid black; width: 200px; height: 30px;"></div>	<i>an</i>	4/18
4.		
5. <i>Registry</i>		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

*Orig. to D/OIS for action.*

?

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)

Prescribed by GSA  
FPMR (41 CFR) 101-11.6

STAT



General  
Services  
Administration

Information Security  
Oversight  
Office

Washington, DC 20405

April 12, 1983

DD/A Registry
83-1017

Mr. Harry E. Fitzwater  
Deputy Director for Administration  
Central Intelligence Agency  
Washington, DC 20505

DD/A REGISTRY  
FILE: 70-1

Dear Mr. Fitzwater:

The Information Security Oversight Office (ISOO) has just received the Office of Management and Budget (OMB) approval to use a revised Standard Form 311, "Agency Information Security Program Data." This form, revised to conform with the requirements of E.O. 12356, will be in effect through the end of FY 1986. We are in the process of having copies of the form printed and will notify you as soon as they are available. In order to provide reporting agencies with as much lead time as possible to familiarize themselves with the form, we enclose a copy of the approved draft.

Instructions concerning completion of SF-311 (1-1983) continue to appear on the reverse of the form. A completed copy of the form is due in ISOO no later than October 31, 1983. Unless superseded by later instructions, copies pertaining to FY 1984, FY 1985, and FY 1986 actions are due by October 31, 1984, October 31, 1985, and October 31, 1986, respectively. Please note that the report due in ISOO by October 31, 1983, is to cover actions for a 14 month period. This is because this report must include all actions taken from August 1, 1982, the effective date of E.O. 12356, through September 30, 1983.

I wish to emphasize that completion of all items listed on the form is mandatory. ISOO analyzes and utilizes this information in preparing its Annual Progress Report to the President, and in planning its other oversight activities.

Please call Ethel Theis or me at 535-7251 if you have any questions at this time.

Sincerely,

*Steven Garfinkel*

STEVEN GARFINKEL  
Director

Enclosure

83-1017

AGENCY INFORMATION  
SECURITY PROGRAM DATA

A. FROM

TO

2. DEPARTMENT, INDEPENDENT AGENCY OR ESTABLISHMENT

3. CONTACT FOR ADDITIONAL INFORMATION (Name, office and telephone no.)

4. SENIOR OFFICIAL (Section 5.3, E.O. 12356)

## 5. NUMBER OF ORIGINAL CLASSIFICATION AUTHORITIES

A. TOP SECRET

B. SECRET

C. CONFIDENTIAL

D. TOTAL

## 6. ADDITIONAL DECLASSIFICATION AUTHORITIES

A. TOP SECRET

B. SECRET

C. CONFIDENTIAL

D. TOTAL

## ORIGINAL

7. CLASSIFICATION  
DECISIONS

DATE OR EVENT

ORIGINATING AGENCY'S  
DETERMINATION REQUIRED  
(O.A.D.R.)

DERIVATIVE

(a)

(b)

(c)

A. TOP SECRET

B. SECRET

C. CONFIDENTIAL

## CASES FOR WHICH AGENCY IS RESPONSIBLE FOR FINAL DECISION

8. MANDATORY  
REVIEW  
REQUESTS  
AND  
APPEALSCASES  
CARRIED  
OVER FROM  
PREVIOUS  
PERIOD  
(a)NEW  
CASES  
RECEIVED  
(b)DECLASSIFICATION DECISIONS  
(Report in cases, documents, and pages)GRANTED IN FULL  
(c)GRANTED IN PART  
(d)DENIED  
(e)CASES  
CARRIED  
OVER TO  
NEXT  
PERIOD  
(f)

CASES

DOCS.

PAGES

CASES

DOCS.

PAGES

CASES

DOCS.

PAGES

A. REQUESTS

B. APPEALS

## 9. SYSTEMATIC REVIEW FOR DECLASSIFICATION (In pages)

A. REVIEWED

B. DECLASSIFIED

10. NUMBER OF FORMAL INSPECTIONS,  
SURVEYS, OR PROGRAM REVIEWS

## 11. NUMBER OF INFRACTIONS INVOLVING:

A. OVERCLASSIFICATION

B. UNDERCLASSIFICATION

C. CLASSIFICATION WITHOUT  
AUTHORITY

D. MISMARKING

E. IMPROPER  
DESTRUCTIONF. UNAUTHORIZED  
ACCESSG. IMPROPER  
STORAGEH. IMPROPER  
REPRODUCTIONI. IMPROPER  
TRANSMISSIONJ. OTHER (Elaborate  
under Item 12)

12. REMARKS

## INSTRUCTIONS

I. GENERAL

This reporting requirement applies to each department, independent agency or establishment in the executive branch that creates, handles, and/or stores national security information. The reporting period is on a fiscal year basis, except for the reporting period of August 1, 1982 through September 30, 1983. Submissions must be unclassified and typewritten, and reach ISOO no later than October 31 following the reporting period. Consolidate the submissions of component activities into a single report. Agencies, however, shall retain the input from component activities for possible ISOO review.

II. SPECIFIC

Item 5. Enter the number of "Top Secret," "Secret," and "Confidential," original classifiers. Enter only the highest level authorized; i.e., enter the number of individuals with "Top Secret" authority in boxes A and D, only; "Secret" authorities in boxes B and D, only; and, "Confidential" authorities in boxes C and D, only.

Item 6. See instructions provided for completing Item 5, above. This entry seeks the number of additional declassification authorities, excluding those original classifiers listed in Item 5.

Item 7. Enter the actual number of original classification decisions made during the reporting period, breaking these down by the classification level and the type of declassification instruction assigned. Enter the actual count of derivative classification decisions by classification level. Do not count reproductions or copies as classification decisions. Agencies that generate a high volume of classification decisions may request, in writing, authorization from the ISOO Director to use sampling methods in lieu of an actual count. Sampling methods already approved may continue in effect until revised.

Item 8. Enter the number of mandatory review requests and appeals carried over from the previous reporting period, new ones received, actions taken on them, and the number of requests carried over to the next reporting period. For purposes of this report: "Case" means an individual mandatory review request or appeal, regardless of the number of requesters cited in the request or the number of documents or pages to be reviewed as a result of the request; "document" means recorded information, regardless of physical format, that has been created or reproduced as an integrated and complete unit; and, "page" means one side or face of recorded information.]

Item 9. Enter in box A the number of pages in the agency's custody systematically reviewed for declassification and in box B the number of pages declassified as a result of the review.

Item 10. For purposes of this report, an "inspection, survey, or program review" means any formal, internal evaluation of any aspect of the agency's information security program.

Item 11. An infraction is any error and/or impropriety in marking, destroying, handling, reproducing, transmitting, gaining or granting access to or storing classified information. Enter in the appropriate box the number of infractions revealed or detected during the reporting period. Do not include those violations that must be reported to the ISOO Director under section 5.4(b) of the Order.